

CHARTER TOWNSHIP OF CLINTON  
EMPLOYEES CIVIL SERVICE COMMISSION  
AGENDA  
April 28, 2009  
5:30 p.m.  
Room 200

- I. Call to Order
- II. Approval of Agenda
- III. Approval of Minutes from the March 19, 2009 meeting.
- IV. Correspondence
  - A. Approval of revised Receptionist/PBX Operator job description.
  - B. Approval of correspondence directed to Township Supervisor regarding Senior Staff Secretary Examination.
  - C. Correspondence from UAW, Local 412 – Unit 52 regarding the Senior Staff Secretary position at the Fire Department.
  - D. Correspondence from Fire Department personnel requesting to view the file on the desk audit for Senior Staff Secretary in the Fire Department.
  - E. Request of Water Superintendent for a 60 day temporary appointment to the position of Billing & Posting Clerk.
- V. Reports
  - A. Personnel Vacancy Review Committee's recommendations.
  - B. Status of Office Aide position.
  - C. Correspondence directed to Diversity in Hiring Committee regarding amending Civil Service Rule No. III, Section II.
- VI. Public Participation
- VII. Commissioner Comments
- VIII. Old Business
- IX. Adjournment